

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT
EXECUTIVE BOARD MEETING MINUTES NO. 2020-04**

The meeting of the Executive Board of the Greater Los Angeles County Vector Control District was held at 2:00 p.m. on Thursday, March 26, 2020, via teleconference and at the District Headquarters, 12545 Florence Avenue, Santa Fe Springs, California.

TRUSTEES PRESENT

Steve Appleton, President (*City of Los Angeles*)
Heidi Heinrich, Vice-President (*City of Santa Clarita*)
Emily Holman Sec-Treasurer (*City of Long Beach*)

OTHERS PRESENT

Truc Dever, *General Manager*
Mark Daniel, *Director of Operations*
Susanne Kluh, *Director of Scientific-Technical Services*
Mary-Joy Coburn, *Director of Community Affairs*
Jamie Hebein, *Acting Director of Human Resources*
Carolyn Weeks, *Director of Fiscal Operations*
Danyelle Frakes-Lewis, *GIS/IT Help Desk*
Quinn Barrow, *Legal Counsel*

1. CALL TO ORDER

President Appleton called the meeting to order at 2:00 P.M.

2. QUORUM (ROLL) CALL

Following roll call, it was recorded that all three members of the Executive Board of Trustees were present.

3. PUBLIC COMMENT

None

4. CLOSED SESSION

Threat to public services or facilities (Government Code Section 54957(a))

- The Executive Board will conduct a closed session with the General Counsel on a matter posing a threat to the public's right of access to public services or public facilities related to COVID-19.

The Executive Board did not conduct a closed session

5. DISCUSS DISTRICT ISSUES AND RECEIVE UPDATES AS TO COVID-19

General Manager Dever presented to the committee an update on the District's current state.

- All Departments this week have been working remotely on projects, trainings and strategizing from home and held regular teleconferences.
- The Operations Department staff have been contacting various fire departments, sheriff's departments, and grocery stores to ensure that field staff have access to bathrooms when out in the field. They have also been completing FEMA trainings and certifications, and developing Standard Operating Procedures manuals.

- The Scientific-Technical Services Department staff have been conducting surveillance data analysis, resistance testing, and other testing projects with mosquitoes reared from the District's mosquito colonies.
- The Community Affairs staff have been working on videos and developing new outreach materials. They created a new website landing page and a dedicated D-I-Y Resources page to send residents during this time. They are also answering email and voice message queries from the public.
- The Administrative and Fiscal Operations Departments are setting up systems to continue paying bills, and working on Emergency Operations Plans. We also have a meeting with Koff & Associates to move forward with the Class & Comp Study.

6. **EXECUTIVE BOARD WILL CONSIDER ADOPTING ADDITIONAL MEASURES TO ADDRESS COVID 19.**

President Appleton asked for additional proactive measures and screening of GLACVCD staff when reporting to duty, which will be discussed at the upcoming meeting.

7. **ADJOURNMENT**

President Appleton adjourned the meeting at 2:38 P.M. The next Executive Board Meeting will be held on Thursday, April 2, 2020 via teleconference and at the District Headquarters, 12545 Florence Ave., Santa Fe Springs, California 90670.